

# Tabling in the Mansfield Library

The Maureen and Mike Mansfield Library hosts tabling and other activities in the open spaces of the Library Commons, a defined space adjacent to the library entrance. Tabling events are for UM students, faculty and staff.

Please email [patricia.mckenzie@umontana.edu](mailto:patricia.mckenzie@umontana.edu) for information about tabling at the Mansfield Library. Tabling reservations can be made 48 hours in advance. Same-day reservations are not permitted.

Examples of permitted tabling at the Mansfield Library:

- Projects related to class assignments
- Displays or exhibits related to university events or speakers
- Educational programming
- Showcasing student or faculty achievements and research results
- Honors capstone projects
- Surveys or data collection for student or faculty research
- Outreach for programs and services for students, especially of an academic nature
- Promotion of new programs or services for students
- Collaborations between the Mansfield Library and partners (i.e. Missoula Public Library, Montana State Library)
- Promotion of student groups
- Promotions for student group events
- Stress relief services (i.e. therapy dogs, massage services)

Tabling requests not accommodated by the Mansfield Library:

- Community related events, promotions, and fund raising
- Food giveaways or cooking events
- Collecting of money or donations
- Selling
- Corporate promotions or sign-ups
- Promotion of political candidates / advertising
- Promotion of student government candidates

## **Tabling responsibilities:**

Placement of easels, television screens, or other objects that might protrude should provide ample room for safe passage around tabling set-up. Mansfield Library can provide one 4-foot table and two chairs for approved tabling.

Table signage should be placed on the table; tabling materials may not be attached to library building structures or furniture.

Organizations approved to use library space will be allowed a limit of 4 consecutive hours per day and two days per month. The Mansfield Library allows one group at a time to table. An organizational member must be present during tabling.

Organizations approved to use library space must keep in mind that the library, although an active and energetic place, is still a library and therefore such groups should keep noise and activity levels at a point that will not disrupt study or research activities in the library.

Organizations or individuals using library space may not stop, interrupt or hold up library users moving through the space.

The Mansfield Library reserves the right to decline tabling requests. (i.e. no tabling during finals week; COVID-19 pandemic)

These policies may be amended at any time.